



## **Instructions**

To improve legibility, each field in this form (except for signatures) may be completed electronically before printing the form for signatures and transmittal. However, Adobe Acrobat Reader will not allow the form to be saved with the added field information.

### **1. Description of Presentation**

- a. Title – Record the exact caption, headline, name, or label of the material.
- b. Number of Slides – Enter the number of slides of the presentation submitted.

### **2. Author/Speaker**

- a. Name - Self explanatory
- b. Title - Self explanatory
- c. Agency/Office - Self explanatory

### **3. Presentation/Event Information**

- a. Date- Self explanatory
- b. Place- Self explanatory
- c. Event- Self explanatory

### **4. Remarks**

Enter any additional pertinent information e.g. Qualifications

*It is of paramount importance to components, as large and complex as those which comprise the Department of Defense, that coordinated and consistent security and policy determinations are made; therefore, this process must be completed by an individual who possesses the authority to communicate a particular component's policies and recommendation for the Public Release of this material.*